



ADUR & WORTHING  
COUNCILS

## Revenues & Benefits

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### National Non-Domestic Rates

#### Details of vacation (leaving the property)

Address of the property (if different)

Your account reference

Your property reference

Date of issue

**Please fill in and return this form if you have left or sold the above property.**

#### If you were renting the property

Date that your business closed down:

Date that you vacated (left) the property (in other words, the date you moved everything except the fixtures and fittings out of the property):

Date that your lease or licence ended:

Date that you handed over the keys and who you handed them to:

Name of your landlord

Address of your landlord

Is there any living accommodation at the property? Yes ☐ No ☐

If so, please confirm if these details apply to both the living and business accommodation. Yes ☐ No ☐

Your forwarding address

Details of the new tenants, if you have them

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### If you owned the property

Date that your business closed down:        /        /

Date that you vacated (left) the property (in other words, the date you moved everything except the fixtures and fittings out of the property):        /        /

Date you sold or let the property:        /        /

Is there any living accommodation at the property? Yes ☐ No ☐

If so, please confirm if these details apply to both the living and business accommodation. Yes ☐ No ☐

Name of the new owner or tenant

Address of the new owner or tenant

Details of your solicitors or their representatives

Details of the new owner's solicitors or representatives

Your forwarding address

### Name and address of the person that any refund should be paid to

### Declaration

- I confirm that the information I have given is true and complete.
- I understand that you may use it to maintain Council Tax, Housing Benefit and electoral register records.
- I give you permission to check the information I have given
- I will let you know immediately if my circumstances change.
- You may be subject to a fine and or prosecution if you give false information.

Your signature

Print your name:

Your phone number

Date:

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to administering Business Rates. Full details about how your personal data is used are available at [www.adur-worthing.gov.uk/business-rates/privacy-notice](http://www.adur-worthing.gov.uk/business-rates/privacy-notice).

You can also get this form in large print.